

TECHNICAL SERVICES FOR THE NCI APPLIED RESEARCH PROGRAM

RFP #N02PC35008-57

ADDITIONAL TECHNICAL PROPOSAL INSTRUCTIONS

The following additional Technical Proposal instructions reflect the requirements of the RFP and are meant to provide additional instructions as well as a uniform format for technical proposals. The information requested in these instructions should be used as a guide for formatting and preparing the proposal. Offerors should follow the instructions in Section L of the solicitation, as well as include the information requested in this Attachment.

Offerors are advised to give careful consideration to the Statement of Work, all reference material, and attachments, the technical evaluation criteria, and, the RFP as a whole, in the development of their Technical Proposal.

Offerors who propose subcontracts to perform portions of the Statement of Work should clearly identify the specific tasks for which they plan to utilize subcontractors, as well as the method and level of integration between the prime and subcontractor(s), and the expected advantages of such an approach.

OFFERORS MUST PROPOSE ON AT LEAST ONE TASK AREA IN THE STATEMENT OF WORK. A SEPARATE PROPOSAL MUST BE SUBMITTED FOR EACH TASK AREA. THE FOLLOWING INSTRUCTIONS APPLY TO EACH PROPOSAL SUBMITTED FOR ANY TASK AREA.

OFFERORS ARE REMINDED THAT THE TOTAL PAGE LIMITATION FOR EACH TASK AREA TECHNICAL PROPOSAL IS 25 PAGES FOR TASK AREAS 1, 2, 3 AND 10 PAGES FOR TASK AREA 4, EXCLUDING COVER AND BACK PAGE, NIH-2043; TABLE OF CONTENTS; SECTION DIVIDERS THAT DO NOT CONTAIN INFORMATION OTHER THAN TITLE OF SECTION, RESUMES OR APPENDICES.

PAGES SUBMITTED IN EXCESS OF THE TOTAL PAGE LIMIT WILL BE REMOVED FROM THE PROPOSAL(S) AND WILL NOT BE CONSIDERED FURTHER FOR AWARD.

Offerors must propose on the Sample Task Order(s) included in this RFP which correspond to the Task Area(s) in the Statement of Work they will propose. (See Appendix A of this Attachment for Sample Task Orders)

A. TECHNICAL APPROACH

For each Task Area proposed, Offerors should provide a detailed work plan indicating how that Task Area of the Statement of Work is to be accomplished. The technical approach should be in sufficient detail to fully explain the proposed technical approach or method. The technical proposal should reflect a clear understanding of the nature of the work being undertaken for the Task Area, including overall problems involved in providing support for that Task Area. In addition, the technical proposal should include information on how the proposed Task Area is to be organized, staffed, and managed, thus demonstrating an understanding and management of each Task Area proposed. The technical approach should also include a discussion of any potential problems and quality control concerns.

Offerors should discuss usage of the facilities of the National Institutes of Health, Center for Information Technology (NIH/CIT) or similar workstation for computer programming.

The Offerors should discuss approaches to meet the data security requirements and describe the automated backup systems which should be in place for the duration of the project.

B. PERSONNEL

The Technical Proposal should include all information relevant to document individual education, training, experience, qualifications and expertise necessary for the successful completion of all requirements of the Task Area(s) proposed. Proposals should include a Staffing Plan for the conduct of the Statement of Work Task Area(s) with role descriptions and level of effort of key technical personnel, including technical personnel of all proposed subcontractors. Limit CVs to 2-3 pages and include recent experience with projects of similar size and complexity of the proposed task area.

1. Project Manager

Describe the education, training, experience, expertise, qualifications, and hours of the proposed Project Manager to lead and direct the activities to be carried out under the task area proposed, including managing and coordinating the efforts of personnel, including subcontractors required to perform the functions described in the Statement of Work Task Area(s).

2. Other Technical Personnel

Describe the education, training, experience, expertise and level of effort of proposed technical personnel of the Offeror and all proposed subcontractors for the Task Area(s) proposed, including the proposed mix of staff.

3. General – For All Staff

The proposed staff should have current and relevant experience in each task area as follows:

Task Area #1 - Conducting pilot projects, developing questionnaires, administering survey instruments, obtaining OMB clearance, providing quality control/quality assurance, and coding data.

Task Area #2 - Physical activity assessment methods, dietary assessment methods, cognitive interviewing, geographical spatial analysis, translation activities, and questionnaire development.

Task Area #3 - Nutrition, database development, and software such as C++, Java, SAS, Microsoft Excel and Microsoft Access.

Task Area #3 - National Health and Nutrition Examination Survey (NHANES), California Health Interview Survey, Nutrition Data Systems for Research (NDS-R), USDA's Food and Nutrient Data for Dietary Surveys (FNDDS), and MyPyramid Equivalents Database (MPED), and conducting literature searches.

Task Area #4 – Literature Searches.

C. CORPORATE EXPERIENCE

For each Task Area proposed, Offerors should document their corporate experience in each of the Task Area(s) of the Statement of Work proposed.

D. FACILITIES

Offerors should describe their facilities, equipment, and databases to perform the Task Area(s) proposed from Statement of Work, including all computers; hardware and software; computer equipment and servers; and, dedicated space for staff and equipment.

For Task Area #2 - Offerors should be able to have the following software available:

- SAS
- C++ and Java
- Microsoft Office Suite

APPENDIX A

Sample Task Order – Task Area 1 – Coding Foods and Beverages Reported on 4-Day Food Records

Attachment 1 - 4-Day Food Record

Attachment 2 - Serving Size Booklet

Sample Task Order – Task Area 2 – Multiplatform Electronic Survey System

Sample Task Order – Task Area 3 – Update Nutrient Database for the NCI Diet History Questionnaire (DHQ)

Sample Task Order – Task Area 4 – Literature Searches and Market Research to Transfer Method and Quality Control Procedures for the Transfer of Biospecimens from Beijing, China to the NCI Frederick Repository.